



Constitution

1. Name

The Club shall be called Costessey Sports Club (the Club)

2. Objective

The objective of the Club shall be to provide facilities, promote the game of Association Football, to arrange matches and social activities for its members and encourage local community participation.

3. Status of Rules

These rules (the Club Rules) form a binding agreement between each member of the Club.

4. Rules and Regulations

- (a) The members of the Club shall so exercise their rights, powers and duties and shall, where appropriate use their best endeavours to ensure that others conduct themselves so that the business and affairs of the Club are carried out in accordance with the Rules and Regulations of The Football Association Limited ("The FA"), County Football Association to which the Club is affiliated ("Norfolk Football Association or Norfolk FA") and Competitions in which the Club participates, for the time being in force.
- (b) No alteration to the Club Rules shall be effective without prior written approval by Club Committee, which shall inform Norfolk FA of any such changes within 30 days of their being approved. The FA and the Norfolk FA reserve the right to oppose any proposed changes to the Club Rules and such objections shall be reviewed constructively and in good faith by the Club Committee. In the event that any objection is overruled by the Club Committee, the FA and Norfolk FA shall be entitled to take reasonable and proportionate action as it deems necessary in accordance with its own rules and regulations.
- (c) The Club will also abide by The FA's Child Protection Policies and Procedures, Codes of Conduct and the Equal Opportunities and Anti-Discrimination Policy as shall be in place from time to time. These codes of conduct and policies shall be distributed to relevant club members as deemed appropriate by the committee.
- (d) The Club will abide by all requirements placed upon them by the Leagues in which the Club chooses to register. A record of these requirements will be kept as separate documents alongside the Club Constitution.

5. Club Membership

- (a) The members of the Club from time to time shall include all players, coaches and officials. All members shall be listed in the register of members (the "Membership Register") which shall be maintained by the Youth Secretary. This is now maintained via the FA Wholegame website. A full list of each team's players and coaches shall be communicated to the Youth Secretary by each Team Manager:
 - (i) at the start of each season, and
 - (ii) at such times as the list changes subsequently.
- (b) Any person who wishes to be a member must apply on the Membership Application Form and deliver it to the Club. Election to membership shall be agreed at the discretion of the Club Committee and granted in accordance with the anti-discrimination and equality policies which are in place from time to time. An appeal against refusal may be made to the Club Committee but in all events, the Club Committee shall have the final decision. Membership shall become effective upon an applicant's name being entered in the Membership Register.
- (c) In the event of a member's resignation or expulsion, his or her name shall be removed from the Membership Register.
- (d) The FA and Norfolk FA shall be given access to the Membership Register on demand.
- (e) For the avoidance of doubt, where a Member is under 16 years of age, their parents, carers or guardians (as applicable) shall be invited to attend the AGM and exercise voting rights on behalf of the Member. The Member shall be entitled to attend the AGM but may not vote.

6. Membership Fees

- (a) A fee payable by each (player) member shall be determined from time to time by the Club Committee. The Club shall use all reasonable endeavours to set the fee at a level that will not pose a significant obstacle to community participation. Any fee shall be payable on a successful application for membership on an annual basis. Fees shall not be repayable. The membership fee should be used to contribute towards the team subscription (b) and shall not exceed the agreed club amount.
- (b) The Club shall levy a team subscriptions which may vary for each team. The Club shall use all reasonable endeavours to set the subscriptions at a level that will not pose a significant obstacle to community participation, albeit it is accepted that the subscriptions must cover all costs legitimately incurred by the Club.

7. Resignation and Expulsion

- (a) A member shall cease to be a member of the Club if, and from the date on which, he/she gives notice to the Club Committee of his/her resignation. A member whose annual membership fee or further subscription is more than two (2) months in arrears may be deemed to have resigned, at the discretion of the relevant Team Manager.
- (b) The Club Committee shall have the power to expel a member when, in its opinion, it would not be in the interests of the Club for them to remain a member. An appeal against such a decision may be made in accordance with the Club's Complaints Procedure.

- (c) A member who resigns or is expelled shall not be entitled to claim any, or a share of any, of the income and assets of the Club (the "Club Property")
- (d) A team whose annual subscription fee or match fees are more than two (2) months in arrears may be deemed to have resigned, at the discretion of the Club Committee.
- (e) A team who does not present their season's accounts at the requested date prior in a suitable format (electronic spreadsheet) to the AGM may be deemed to have resigned, at the discretion of the Club Committee.

8. Club Committee

- (a) The Club Committee shall consist of the following Club Officers: Chairperson, Treasurer, Youth Secretary, Welfare Officer and at least one other member elected at an Annual General Meeting. Other officials or parents may attend Committee meetings upon request, at the discretion of the Chairperson.
- (b) Each Club Officer and Club Committee Member shall hold office from the date of appointment until the next Annual General Meeting ("AGM") unless otherwise resolved at an Extraordinary General Meeting ("EGM"). One person may hold no more than two positions of Club Officer at any time. The Club Committee shall be responsible for the management of all the affairs of the Club.
- (c) Meetings of the Club Committee shall be chaired by the Chairperson, or in their absence, a member of the Club Committee selected by the Club Committee. The quorum for the transaction of business of the Club Committee shall be three.
- (d) Decisions of the Club Committee shall be made by a simple majority, subject to a minimum of 3 votes in favour. Each member of the Club Committee present shall have one vote. In the event of an equality of votes, the Chairperson of the Meeting shall have a casting vote.
- (e) Decisions of the Club Committee of meetings shall be entered into the Minutes of the Club to be maintained by the Club General Secretary.
- (f) Any member of the Club Committee may call a meeting of the Club Committee by giving not less than seven days' notice to all members of the Club Committee. The Club Committee shall hold not less than four meetings a year.
- (g) An outgoing member of the Club Committee may be re-elected. Any vacancy on the Club Committee which arises between Annual General Meetings shall be filled by a member proposed by one and seconded by another of the remaining Club Committee members and approved by a simple majority of the remaining Club Committee members.
- (h) Save as provided for in the Rules and Regulations of The FA, the Norfolk FA and any applicable Competition, the Club Committee shall have the power to decide all questions and disputes arising in respect of any issue concerning the Club Rules. (i) The position of a Club Officer shall be vacated if such person is subject to a decision of The FA that such person be suspended from holding office or from taking part in any football activity relating to the administration or management of a football club.

9. Annual and Extraordinary General Meetings

- (a) An AGM shall be held in each year to:
 - (i) receive a report of the activities of the Club over the previous year;
 - (ii) receive a report of the Club's finances over the previous year;
 - (iii) elect the members of the Club Committee
 - (iv) confirm the intent of teams to participate in the coming season. (attendance by a representative of the team is compulsory to ensure league registration)
 - (v) consider any other business.
- (b) Nominations for election of the Club Officers or as members of the Club Committee can be made either in writing by the proposer and seconder, both of whom must be existing members of the Club, to the Youth Secretary not less than 7 days before the AGM or in person at the AGM when the positions are announced and voted on. Notice of any resolution to be proposed at the AGM shall be given in writing to the Youth Secretary not less than 7 days before the meeting.
- (c) An EGM may be called at any time by the Club Committee and shall be called within 21 days of the receipt by the Club Secretary of a requisition in writing, signed by not less than five members stating the purposes for which the Meeting is required and the resolutions proposed. Business at an EGM may be any business that may be transacted at an AGM.
- (d) The Youth Secretary shall send to each member written notice of the date of a General Meeting (whether an AGM or an EGM) together with the resolutions to be proposed at least 14 days before the meeting. This information may be communicated by post to each member's last known address; or by email (either directly or via Team Managers); on a formal committee group chat (such as WhatsApp) or by posting it on the Club website, at the discretion of the Youth Secretary.
- (e) The quorum for a General Meeting shall be 6 members of the Club Committee.
- (f) The Chairperson, or in their absence a member selected by the Club Committee, shall take the chair. Each member present shall have one vote and resolutions shall be passed by a simple majority. In the event of an equality of votes the Chairperson of the Meeting shall have a casting vote.
- (g) The General Secretary, or in their absence a member of the Club Committee, shall enter Minutes of General Meetings into the Minutes of the Club.

10. Club Teams

- (a) Agreed at each AGM the Club Committee shall appoint a Club member to be responsible for each of the Club's football teams. The appointed members shall be responsible for managing the affairs of the team. The appointed members shall present to the Club Committee at the AGM a report of the team's activities and provide a financial summary of the team's accounts. Failure to provide accounts may result in expulsion of the team by the Club Committee.
- (b) The team's home colours shall be red (significantly) and black. No other colours including bands or stripes of other colours are allowed. The kits should be purchased from the nominated kit provider, (design and manufacturer). For the avoidance of doubt requests should be made to the committee before purchasing a kit.

Any team playing in a home strip deemed not to conform may be withdrawn from the league until such time as the kit is replaced.

- (c) At the point at which the team folds the coach must present the Treasurer with their closing accounts. All 'assets' of the team which include kit and any funds held in the name of the team are to be handed over to the club. Teams are not permitted to distribute these at their discretion, instead where workable relations still exist the club will work with the team coach to amicably share any funds as agreed (for example, refunds to parents where owed, to other teams within the club, where players may have transferred).

11. Club Coaches

The club recognises the value of its volunteer coaching team and promises to encourage and offer support for members to ensure that they in return are able to develop and maintain the highest level of coaching for the club's players. Coaches must:

- (a) Prior to the commencement of any regular position, provide the necessary information to the child welfare officer to enable a DBS check (Disclosure and Barring Service, formerly known as CRB). Until such time as the DBS certificate has been approved no formal position can be held and the individual must refrain from coaching activities with children.
- (b) At the earliest opportunity coaches must undertake the required minimum training (currently The FA Level 1 Award in Coaching Football, First Aid and Safeguarding). The club will pay in full the cost of these courses on completion.
- (c) Consider the welfare of their players above all else. A coach must consider their own actions as well as those around them and this extends to the actions of parents, supporters, other players and opposition. Without hesitation a coach should take immediate action to protect their players from verbal or physical harm and should report any action or concerns to the club.
- (d) Represent the club to the highest of standards. The coach shall be considered to be representing the club whilst actively involved with the team. This could be at training, during a game, at a tournament, attending a course / workshop. This also extends to comments, images and videos made using any social media platform (such as Twitter, Facebook, WhatsApp) whether an open or closed group.
- (e) Attend monthly committee meetings as regularly as possible. Where a coach is unable to attend they should encourage an assistant or other (parent / supporter etc) to attend in their place.

The club reserves the right to remove or replace coaches that do not comply with the criteria above or otherwise are deemed not to be suitable for the role.

12. Club Finances

- (a) A bank account shall be opened and maintained in the name of the Club (the "Club Account"). Designated account signatories shall be the Club Chairperson, the Club Welfare Officer and the Treasurer. All monies payable to the Club shall be received by the Treasurer and deposited in the Club Account.

- (b) The Club Property shall be applied only in furtherance of the objects of the Club. The distribution of profits or proceeds arising from the sale of Club Property to members is prohibited.
- (c) The Club Committee shall have the power to authorise the payment of remuneration and expenses to any member of the Club (although a Club shall not remunerate a member for playing) and to any other person or persons for services rendered to the Club.
- (d) The Club may provide sporting and related social facilities, sporting equipment, coaching, courses, insurance cover, medical treatment, away-match expenses, post match refreshments and other ordinary benefits of Community Amateur Sports Clubs as provided for in the Finance Act 2002.
- (e) The Club may also in connection with the sports purposes of the Club:
 - (i) sell and supply food, drink and related sports clothing and equipment;
 - (ii) employ officials (although not for playing) and remunerate them for providing goods and services, on fair terms set by the Club Committee without the person concerned being present;
 - (iii) pay for reasonable hospitality for visiting teams and guests; and
 - (iv) indemnify the Club Committee and members acting properly in the course of the running of the Club against any liability incurred in the proper running of the Club (but only to the extent of its assets).
- (f) The Club shall keep accounting records for recording the fact and nature of all payments and receipts so as to disclose, with reasonable accuracy, at any time, the financial position, including the assets and liabilities of the Club. The Club must retain its accounting records for a minimum of three years. The accounting records shall be available to members of the Club Committee at any reasonable time. The underlying records at the end of the year shall also be available to at least one independent person, on the condition that such independent person shall prepare a brief report on their review to be appended to the Financial Statement for that year. The report shall be in an appropriate format (including but not restricted to such format as shall be available from The FA from time to time).
- (g) The Club shall prepare an annual "Financial Statement", in an appropriate format (including but not limited to such format as shall be available from the FA from time to time). The Financial Statement shall state whether or not the underlying records have been reviewed by an independent person and shall contain a copy of the report if such a review has occurred and shall be approved by members at a general meeting. A copy of any Financial Statement shall, on demand, be forwarded to the FA.
- (h) The Club Property, other than the Club Account, shall be vested in not less than two and no more than four custodians, one of whom shall be the Treasurer ("the Custodians"), who shall deal with the Club Property as directed by decisions of the Club Committee and entry in the Minute Book shall be conclusive evidence of such a decision.
 - (i) The Custodians shall be appointed by the Club in a General Meeting and shall hold office until death or resignation unless removed by a resolution passed at a General Meeting.
- (i) On their removal or resignation a Custodian shall execute a Conveyance in such form as is published by The FA from time to time to a newly elected Custodian or the existing Custodians as directed by the Club Committee. The Club shall, on request, make a copy of any Conveyance available to The FA. On the death of a Custodian, any Club Property vested in them shall vest automatically in the surviving Custodians. If there is only one surviving Custodian, an EGM shall be convened as soon as possible to appoint another Custodian.

- (j) The Custodians shall be entitled to an indemnity out of the Club Property for all expenses and other liabilities reasonably incurred by them in carrying out their duties.

13. Complaints Procedure

In the event that any member feels that he or she has been treated unfairly or suffered discrimination in any way, they should follow the procedures below.

- (a) You should report the matter in writing to the Youth Secretary or another member of the Committee. If your complaint is pertinent to Child Protection then please address the complaint to the Club's Welfare Officer. Your complaint will then be dealt with by the Club Complaints Committee. Your complaint should include: - Details of what, when, and where the occurrence took place; - Any witnesses along with their statements; - Names of any others who have been treated in a similar way; - Details of any former complaints made about the incident, date, when and to whom made; - A preference for a solution to the incident.
- (b) The Club's Complaints Committee will then arrange a meeting to be held at the earliest convenience so that all parties can discuss the complaint.
- (c) The Club's Complaints Committee will comprise of at least five Committee members of which two must comprise of either; the Club Chairman, the Youth Secretary or the Treasurer and in all cases of Child Protection issues, the Club's Welfare Officer. The Complaints Committee will have the power to: - Warn as to future conduct; - Suspend from membership; - Remove from membership any person found to have broken the Club's Policies or - Codes of Conduct; - Determine whether any Child Protection issues should be referred to an official body, such as the Police.
- (d) The Club Complaints Committee will not make judgment on squad and team selection issues.
- (e) If the complainant is unhappy with the decision of the Complaints Committee, the complainant may take the matter to Norfolk County Football FA. The complainant should contact Norfolk County FA direct to take forward such matters.

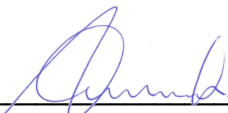
14. Dissolution

Should the Club become defunct the net assets and funds, including league cups and trophies shall be surrendered to Norfolk County Football Association Limited. These may be distributed, in consultation with the elected officers of the Club, or may be held in trust for a period of not less than five years. After the expiration of five years the Association may dispose of assets and/or cups and trophies to the benefit of football or a charitable cause. Without placing any obligation on the Association, the Club notes that its preference would be for such assets and/or cups and trophies to be made available for the provision of sports equipment at Ormiston Victory Academy or an equivalent entity.

This constitution was adopted/amended and agreed during the following meeting: Costessey Sports AGM 07/06/2021

Costessey Sports Club agrees to these Club Rules and Constitution.

Signed Chairperson  Date: 7th June 2021

Signed Treasurer  Date: 7th June 2021